



ADDITIONAL IMPORTANT INFORMATION FOR ALL EXHIBITORS

1. Electrotechnik (UK) Limited are the official electrical contractors at UKRC Exhibition 2010, NIA Birmingham, and are responsible for and will carry out and connect all electrical work on open space and shell scheme sites. All stands must conform to the current IEE and Venue Regulations for stand electrical installations.
2. Freebuild stands with bespoke lighting systems **may** be permitted only after agreement with **Electrotechnik**, but all final circuit connections must be made by **Electrotechnik**, and all power circuits must be wired and supplied by **Electrotechnik**.
3. Any light fittings supplied by Exhibitors Stand Design/Contractors must be **suitable for their intended use** and comply with all current regulations.
4. Any fittings or equipment that do not comply with Health & Safety requirements or are a possible fire risk will not be energised.
5. Exhibitors/Contractors requiring power for tools/testing purposes during build up should liaise with the venue NIA Birmingham, to order a temporary supply (chargeable), or ascertain the nearest supply and length of extension lead needed.
6. Mains power to blocks of stands and Open Space Sites will only be energised after all work has been finished, then inspected and tested by the Mains Contractor. For the remainder of the build up (if any) the power will be turned off at 6pm.
7. If late electrical supply is required after stated times please inform Electrotechnik at time of order. Especially if power is required for breakdown after 4.30pm when a
8. temporary main will have to be ordered from the venue. (chargeable)
9. Unavoidable interruptions to supplies are possible during build up.
10. 24 Hour Supplies are for the opening days of the Exhibition.
11. All Freebuild Stands must sign a Contractor's Undertaking Declaration Form adhering to the Health & Safety Regulations, and provide the Organisers with a Risk Assessment and Method Statement for their company and their sub-contractors.